



VENDOR APPLICATION: FOOD

Show Date: Saturday, May 1, 2010

435 N. Dupont Highway
Dover, DE 19901
302-734-4888 ~ www.visitdover.com

Application Deadline is April 25, 2010. NO checks are accepted after April 11.
(certified checks or money orders only after that date) **Incomplete applications will be returned.**

Your Name _____

Company/Business Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Description of product

FEE:

- **\$150 for the first 10' of space; \$10 for each additional foot of space.**
- Limited electric is available. Please indicate here if you require it. Electric requested Yes
- How many outlets do you require? (2 plugs per outlet - 110/20 amp only) _____
- **Each vendor must submit a photo of their set up and a copy of their driver's license. No exceptions.**
- **All spaces are located on William Penn Street, on pavement.**

To register enclose:

- 1. Payment with signed copy of application**
- 2. Photo of set up**
- 3. Copy of your driver's license**

Make check payable to: Dover Days

Mail to: 435 N. Dupont Highway, Dover, DE 19901

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Please reserve _____ ft. of space for me at the 2010 Dover Days Festival.

Total Enclosed \$ _____

Eligibility/Application Requirements

1. All vendors are required to have a State of Delaware business license. Delaware Division of Revenue: 302-577-8778. A City of Dover business license is not necessary for Dover Days. Div. of Health forms are enclosed.
2. All vendors must complete the attached contract and mail in a copy with full payment. Div. of Health forms must be completed and returned to the Kent County office address. **NOTE:** Applications to the Kent County Div. of Health must be made at least 10 days prior to the festival date.
3. All exhibitors must submit a photo of their set up with their completed contract. All items that will be sold must be listed on the contract. Only food/drink items may be sold; no "craft" or retail items can be displayed or sold.
4. The application and its acceptance constitute a contract to use an outdoor space. The Dover Days committee reserves the right to reassign or change a space if necessary. Spaces are not transferable by vendors. We reserve the right to deny space without a refund to any exhibitor in violation of any rule.
5. The Festival committee reserves the right to prohibit sale or display of certain product or distribution of materials based on a consideration of its acceptability to the general public.
6. Dover Days is not responsible for theft or damage of exhibitors' displays or property.
7. Applicant should be aware of and comply with all Federal, State and local health and safety regulations and ordinances.
8. Exhibitors are responsible for their own space and agree to reimburse the sponsor for any damage caused by unloading, loading and operations during the festival.

Set-Up Instructions:

1. ALL vendors must be in place by 8:30AM. Vendors arriving late will lose their space.
2. Food Vendors must park their vehicles away from the festival area immediately after unloading. Do not block other vendor's spaces in order to set up your own.
3. All vendors are expected to keep the areas around their booths tidy and must remove all trash or dispose of it in proper containers before they leave. DO NOT dispose of grease or any other food by-product on the street or in drains. Vendors will be fined \$150 should their space need cleanup after the festival. Your space must be clean when you leave.
4. You are not allowed to sell any products away from your assigned booth space. No roving and selling unless pre-approved by the festival committee.
5. No loudspeakers, bullhorns or music may be used without permission prior to the event. We need detailed information on what you plan to do.
6. No specific spaces are guaranteed year to year. Vendors will be moved and positioned to suit the flow of the event.
7. Do not block walkways. Make sure that any electric cords are not a tripping hazard.
8. Vehicles are not allowed on the festival grounds during the event. Free parking is available throughout the festival area. Please observe "no parking" zones.
9. Come prepared for all kinds of weather; sun, heat, showers, etc. We've experienced it all at Dover Days.
10. We reserve the right to limit vendors of like products. First come, first served.
11. If electric has been requested, vendors must supply their own heavy-duty extension cords.

Miscellaneous

1. No alcoholic beverages are permitted at this event.
2. Please refrain from the use of strong language and dress appropriately. This is a family event.
3. Advertising: The Dover Days Festival is an annual event and is extensively advertised in local & regional media, brochures, and magazines. On average 15,000 people attend our outdoor event.
4. **There are no refunds;** Dover Days is held rain or shine.
5. You will be notified by postcard when we have received your payment and contract. **Set up instructions will be mailed approx. 2 weeks prior to event.**



NEW! ALL vendors must:

1. Send a copy of their driver's license with payment.
2. All vendors using hot oil or grease **MUST** have a 10 LB. ABC fire extinguisher at their set up. Per order of City of Dover Fire Marshall.

Vendor: Read and sign below:

I have read & agree to abide by all rules as stated. I understand that the Dover Days Festival reserves the right to deny space or a refund to any exhibitor in violation of any rule.

Vendor Signature _____ Date _____

For Office Use:

Date Received _____ # Feet Required _____ Total Paid \$ _____